

Add/Change Email Addresses

Introduction This guide provides the procedures for a Retiree/Annuitant/Former Spouse to add or change email addresses in Retired Global Pay Self Service.

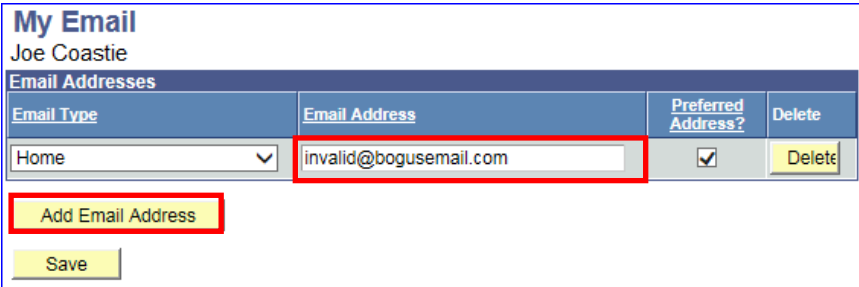
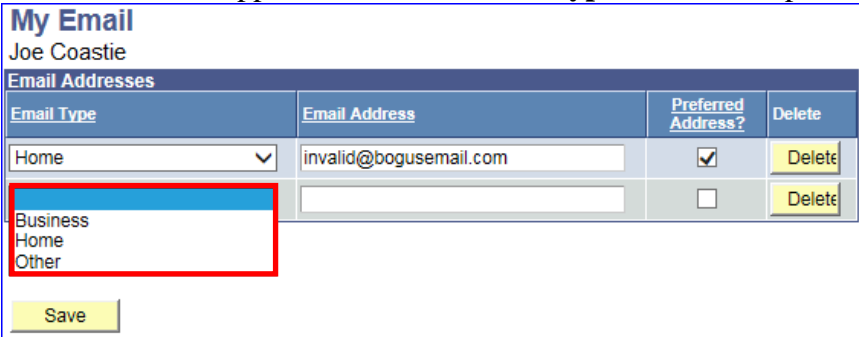
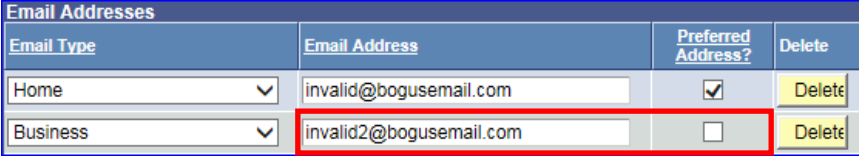

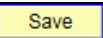
Procedures Log into DA Self Service at <https://portal.direct-access.us/> and follow the steps below.

Step	Action																
1	<p>Select the View/Change My Email Address link from the home page menu.</p> <table><tr><td>View My Payslip This link will take you to a list of all available payslips to view and/or download.</td><td>View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.</td></tr><tr><td>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</td><td>View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.</td></tr><tr><td>View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).</td><td>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</td></tr><tr><td>Change My Delivery Options This link will allow you to change delivery options for communications.</td><td>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</td></tr><tr><td>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td><td>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</td></tr><tr><td>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</td><td>Change My Federal & State Tax Review or change your W-4 information.</td></tr><tr><td>View/Print ACA Forms View/Print ACA Forms</td><td></td></tr></table> <p>Note: If you have more than Retiree Self-Service user access, you must click the Self Service tab to access the self-service menu shown above.</p> <table><tr><td>My Page</td><td>Self Service</td></tr></table>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.	View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms		My Page	Self Service
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View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.																
View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.																
Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.																
View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.																
View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.																
View/Print ACA Forms View/Print ACA Forms																	
My Page	Self Service																

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Add/Change Email Addresses, Continued

Procedures,
continued

Step	Action
2	<p>The currently recorded email address(es) will display. Correct the existing email address or click Add Email Address to add an additional email address.</p> 
3	<p>A blank row will appear. Select the Email Type from the drop-down list.</p> 
4	<p>Enter a valid Email Address, be sure to include the @ sign and the domain (e.g. .com, .net, .edu, .mil, .gov). Mark the Preferred Address checkbox if this is the only email address or if this is your preferred email address (when more than one is listed).</p> 
6	<p>Repeat steps 2, 3 & 4 to add additional numbers. Click the Delete button  to remove any unwanted email addresses.</p>
7	<p>When finished, click the Save  button.</p>

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Add/Change Email Addresses, Continued

Procedures,
continued

Step

8

Action

Saved will display briefly at the top right-hand corner of the screen. Click Home to return to the Self Service menu.



The screenshot shows the United States Coast Guard Self Service menu. At the top, there is a header with the Coast Guard logo and the text "United States Coast Guard U.S. Department of Homeland Security". To the right of the header are two buttons: "Home" and "Sign out". Below the header, there is a section titled "My Email" with the name "Joe Coastie". Underneath, there is a table titled "Email Addresses" with columns for "Email Type", "Email Address", "Preferred Address?", and "Delete". The table contains two rows: one for "Home" with the email address "invalid@bogusemail.com" and a checked "Preferred Address?" box, and one for "Business" with the email address "invalid2@bogusemail.com" and an unchecked "Preferred Address?" box. Below the table is a button labeled "Add Email Address". A red box highlights the "Saved" message in the top right corner of the screen.

Email Type	Email Address	Preferred Address?	Delete
Home	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete
Business	invalid2@bogusemail.com	<input type="checkbox"/>	Delete

Add Email Address